



DEPARTMENT OF COMMUNITY SERVICES
PLANNING DIVISION
TOWN OF WEST HARTFORD
50 SOUTH MAIN STREET
WEST HARTFORD, CT 06107-2431
TEL: (860) 561-7555 FAX: (860) 561-7504
www.westhartford.org

Date 3/9/17

PERMIT APPLICATION FOR: (check one of the following)

☐ Lot Split

☒ Special Use Permit

☐ Site Plan

☐ Lot Line Revisions

☐ Subdivision

☐ Building Line

File # 1301 Application Fee \$550 Surcharge Fee \$60 Affidavit Fee \$20. Cash

✓ Street Address 106 South St West Hartford CT 06105

Lot or Parcel # _____ Acreage/Lot Area _____ Zone _____

✓ Applicant's Interest in Property: Church tenant (lease)

✓ Brief Description of Proposed Activity: Sunday services with 96 seats and other activities per statement of purpose

The undersigned warrants the truth of all statements contained herein and in all supporting documents to the best of his/her knowledge and belief. Furthermore, the applicant agrees that submission of this document constitutes permission and consent to Commission and Staff inspections of the site. Note: Notice is hereby given the Connecticut Department of Public Health must be notified by applicants for any project located within a public water supply aquifer protection area or watershed area. (CTDPH website at <http://www.dph.state.ct.us>)

In Ben Professional Office
Record Owner's Name

Bruce A. Fletcher for ACTS Ministries International, Inc.
Applicant's Name

106 South Street
Street

19 Childs St
Street

West Hartford CT 06115
City State Zip

New Britain CT 06051
City State Zip

860 538 4548
Telephone #

(860) 916-4334
Telephone #

Contact Person:

Ben Fletcher
Name

Bruce A. Fletcher
Applicant's Signature

248 Oxford St
Street

Angelo L. de Santos
Signature of Owner/Authorized Agent

Hartford CT 06105
City State Zip

3-16-2017
MANAGING MEMBER

(860) 713-1369
Telephone #

trishaben13@hotmail
E-Mail

ACTS MINISTRIES INTERNATIONAL, INC.



Statement of Purpose:

It is our purpose to provide a place of worship and Christian training. Our goal is to make positive contributions to the Town of West Hartford by seeking to improve the quality of life for families and individuals.

The building area we are leasing is approximately 7,000 sq. ft. of which we will occupy 4,000 sq. ft. and is currently zoned for Church usage.

A floor plan, land plot and proposed building layout are being developed by certified architects. They show the existing rest rooms and exits. They will also include a proposed seating plan.

Property use:

Approximate Attendance

Sunday

9:00 am-9:45

Adult Bible Class

20

10:00 am-12:30 pm

Public Worship Service

96

Monday

Leadership Training

20

6:30 pm-9:00 pm

Thursday

Music Rehearsal

7:00 pm-9:00 pm

6

Property use:

Approximate Attendance

Saturday

Men's Fellowship and Prayer Meeting

8:00 am-10:30 am (once monthly)

15

The building will be accessed during weekdays by the pastors and leadership staff for office business as needed. The approximate occupancy will be 8 people.

Bruce A. Stetson
April 12, 2017



19 Childs St

New Britain, CT

06051

PHONE 860-770-6465

FAX 860-770-6433

USA

E-MAIL actsmini@gmail.com

Brittany Bermingham

Forwarded on 4.18.17 to:
B. Fletcher, C. Doran,
T. Dumais

From: Brittany Bermingham
Sent: Tuesday, April 18, 2017 1:31 PM
To: 'trishaben13@hotmail.com'
Cc: Todd Dumais; Catherine Doran
Subject: FW: Building Comments Needed

Please see the comments below from the Building Division regarding the 106 South Street Special Use permit.

Thank you,
Brittany

From: Tim Mikloiche
Sent: Tuesday, April 18, 2017 1:25 PM
To: Brittany Bermingham <Brittany.Bermingham@WestHartfordCT.gov>
Subject: RE: Building Comments Needed

Good afternoon Brittany,

I see a couple of potential building code issues, however, I see no problem in reference to the Special Use Permit applications.

Timothy J. Mikloiche, Building Official
Supervisor of Inspections
Town of West Hartford
Department of Community Services: Building Inspection Division
50 South Main Street, Room 208 | West Hartford CT 06107 | t 860.561.7536 | f 860.561.6939

From: Brittany Bermingham
Sent: Tuesday, April 18, 2017 12:11 PM
To: Tim Mikloiche <TMikloiche@WestHartfordCT.gov>
Subject: Building Comments Needed

Hi Tim,

Were you able to get us comments for 991 Farmington Avenue Special Use Permit and 106 South Street Special Use permit? Let me know if you need me to resend the emails.

Thanks,

Brittany A. Bermingham
Planning Technician
Town of West Hartford
Department of Community Development: Planning & Zoning Division
50 South Main Street, Room 214 | West Hartford CT 06107 | t 860.561.7555 | f 860.561.7504
brittany.bermingham@westhartfordct.gov

Forwarded on 4.17.17 to:
B. Fletcher, T. Dumais, C. Dorau

Brittany Bermingham

From: Mike Sinsigalli
Sent: Monday, April 17, 2017 9:05 AM
To: Catherine Dorau; Tim Mikloiche; Tracey Gove
Cc: Todd Dumais; Brittany Bermingham
Subject: RE: 106 South Street - Special Use Permit 1301 - Place of Worship

Follow Up Flag: Follow up
Flag Status: Flagged

Cathy,

Access wise, I have no issue with this proposal. However, the occupant load shown on Drawing A2 is understated according to the occupant load that is calculated according to the building and fire code. According to these codes, the occupant load of the Sanctuary is 194 persons rather than the 90 as shown on the drawings. The problem is that the occupant load that they will need to show on the building permit drawings must state the occupant load calculated in accordance with the code which is approximately 224. In my opinion, since parking is a function of the number of people that can be in the building, we should be consistent in how we arrive at the number of people in the building.

Mike

Michael Sinsigalli
Assistant Fire Chief
West Hartford Fire Department
860-561-8308

The fire that you prevent may be the one that would have taken your life!

Please note email address change to msinsigalli@westhartfordct.gov

[Follow Us](#)

From: Catherine Dorau
Sent: Monday, April 10, 2017 11:49 AM
To: Tim Mikloiche <TMikloiche@WestHartfordCT.gov>; Mike Sinsigalli <MSinsigalli@WestHartfordCT.gov>; Tracey Gove <TGove@WestHartfordCT.gov>
Cc: Todd Dumais <Todd.Dumais@WestHartfordCT.gov>; Brittany Bermingham <Brittany.Bermingham@WestHartfordCT.gov>
Subject: FW: 106 South Street - Special Use Permit 1301 - Place of Worship

Gentlemen,

Please see the attached plan set associated with an application for a Special Use Permit from the Town Plan and Zoning Commission for a Place of Worship at 106 South Street (portion of the building).

Also attached is the SUP permit application and narrative/operational statement. **Note, the application requests 60 seats but they will be revising that to request a maximum of 96 seats – which will then match the plan set.**

Please submit your comments on the application by April 24th. Thank you.

Regards,

Catherine Dorau

TRI TOWN PROFESSIONAL OFFICE BUILDING, LLC
PO BOX 370
60 POMFRET ROAD
EASTFORD, CT 06107



April 12, 2017

Catherine Dorau
Associate Planner
Town of West Hartford
50 South Main Street
West Hartford, CT 06107

RE: Application for Special Use Permit by Acts Ministries International, Inc.
106 South Street, West Hartford

Dear Ms. Dorau:

There were four issues raised by Charles R. Guarino, Civil Engineer II in connection with the application for a special use permit by Acts Ministries International, Inc. at the above location. I will address the issues, as follows:

1. Existing storm sewer piping is shown on the original plan submitted in 1988 in connection with the application to convert the building at 106 South Street, West Hartford. I will ask the architect hired by Acts Ministries to include it in its plans for the current special use permit.
2. The line striping for the parking stalls has been arranged with Central Paving to be completed in late June.
3. The chain link fence belongs to the adjacent owner. A request has been initiated to the owner to either remove the fence or repair it properly.
4. The roof leaders around the perimeter of the building will be extended close to the ground and a permanent splash pad will be placed underneath each leader. This work will be completed by late June.

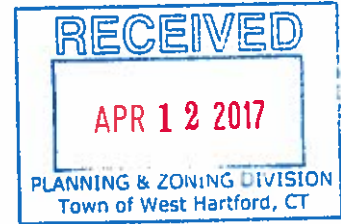
Thank you for your assistance with this matter.

Very Truly Yours,

Angelo L. dos Santos
Managing Member

Emailed to: B. Fletcher
on 4.12.17 T. Dumas
C. Dorau

April 12, 2017



TO: Catherine Dorau, Associate Planner
FROM: Charles R. Guarino, Civil Engineer II *CRG*
SUBJECT: 106 South Street

Based on my review of the plans titled "Existing Conditions Site Plan (Special Use Permit) Interior Renovations to 106 South Street, West Hartford, CT for Acts Ministries International, Inc. Date: 04/03/17" and a site visit, I offer the following engineering comments:

1. The existing storm sewer piping shall be shown on the plans.
2. The line striping for the parking stalls has worn off and needs to be repainted.
3. The chain link fence is falling down into the parking lot and must be addressed.
4. The roof leaders along the south side of the building are causing erosion between the building and the town sidewalk. The downspouts should be extended closer to the ground then outlet onto a permanent splash pad.

CRG:sr

C: Duane J. Martin, P.E., Town Engineer



TOWN OF WEST HARTFORD 50 SOUTH MAIN STREET
WEST HARTFORD, CONNECTICUT 06107-2431
(860) 561-7540 FAX: (860) 561-7551
www.westhartford.org

Catherine Dorau

Subject: FW: 106 South Street - Special Use Permit 1301 - Place of Worship

From: Catherine Dorau

Sent: Monday, April 10, 2017 3:24 PM

To: Tracey Gove <TGove@WestHartfordCT.gov>; Tim Mikloiche <TMikloiche@WestHartfordCT.gov>; Mike Sinsigalli <MSinsigalli@WestHartfordCT.gov>

Cc: Todd Dumais <Todd.Dumais@WestHartfordCT.gov>; Brittany Bermingham <Brittany.Bermingham@WestHartfordCT.gov>

Subject: RE: 106 South Street - Special Use Permit 1301 - Place of Worship

Yes - per the ordinance requirements. 30 Parking spaces total for the site.

Catherine Dorau

Associate Planner

Town of West Hartford

Department of Community Development: Planning and Zoning Division

50 South Main Street, Room 214 | West Hartford, CT 06107 | ph 860.561.7554 | f 860.561.7504

From: Tracey Gove

Sent: Monday, April 10, 2017 2:39 PM

To: Catherine Dorau <cdorau@WestHartfordCT.gov>; Tim Mikloiche <TMikloiche@WestHartfordCT.gov>; Mike Sinsigalli <MSinsigalli@WestHartfordCT.gov>

Cc: Todd Dumais <Todd.Dumais@WestHartfordCT.gov>; Brittany Bermingham <Brittany.Bermingham@WestHartfordCT.gov>

Subject: RE: 106 South Street - Special Use Permit 1301 - Place of Worship

I see no issues. They have parking?

From: Catherine Dorau

Sent: Monday, April 10, 2017 11:49 AM

To: Tim Mikloiche <TMikloiche@WestHartfordCT.gov>; Mike Sinsigalli <MSinsigalli@WestHartfordCT.gov>; Tracey Gove <TGove@WestHartfordCT.gov>

Cc: Todd Dumais <Todd.Dumais@WestHartfordCT.gov>; Brittany Bermingham <Brittany.Bermingham@WestHartfordCT.gov>

Subject: FW: 106 South Street - Special Use Permit 1301 - Place of Worship

Gentlemen,

Please see the attached plan set associated with an application for a Special Use Permit from the Town Plan and Zoning Commission for a Place of Worship at 106 South Street (portion of the building).

Also attached is the SUP permit application and narrative/operational statement. Note, the application requests 60 seats but they will be revising that to request a maximum of 96 seats – which will then match the plan set.

Please submit your comments on the application by April 24th. Thank you.

Regards,

Catherine Dorau

Associate Planner

Town of West Hartford

Department of Community Development: Planning and Zoning Division

50 South Main Street, Room 214 | West Hartford, CT 06107 | ph 860.561.7554 | f 860.561.7504